

Our Mission is to:

Connect our community with the world by providing a gateway to innovative information, educational and leisure resources, and building a lifelong learning experience or heritage.

Our Vision is:

The Franklin Lakes Library will continue to be our community's premier and most reliable source for information, educational resources, entertainment, and instructional programs for all ages. Our services are welcoming, flexible, empowering, and available to all residents.

Our **VALUES** that guide our behavior are:

Versed - The library will be staffed with knowledgeable and experienced personnel

Accessible - The library will provide products in multiple formats at our facility and remotely

Linked Library will use BCCLS for buying power and collection depth

United - Library will work well with our community groups and residents

Explorative - The library will remain open-minded to new ideas and methods of informing

Sustaining - The library will responsibly meet the needs of our residents.

Approved 11/16/15

LIBRARY MISSION STATEMENT

The mission of the Franklin Lakes Free Public Library is:

To make library materials and information services readily available to Franklin Lakes residents proportionate to levels of demand and use and to provide access to resources outside of the library's collection.

To further the mission the library puts forth the following values: The library is an open, accessible facility which serves people of all ages, all interests or abilities with fairness and equality.

The library is a community resource of enormous value, worthy of saving and protecting for the future.

The library affirms an ongoing commitment to excellence, which is demonstrated by its collection, programs, and services.

The library accepts and embraces change whenever appropriate to achieve excellence.

The library will enhance its users' personal development or continuing education interest by providing a suitable environment for such pursuits.

The library champions literacy as a critical element in our society and encourages community residents to become lifelong readers.

The library's strength is largely reflected in the employment, development, and retention of an enthusiastic, qualified staff.

The library strives to accomplish its goals in a cost-effective manner.

Approved February 11, 1991

PRIMARY ROLES

MATERIALS CENTER

The library features current, high-demand, high-interest materials in various formats for persons of all ages and maintains a collection of time-honored materials of historical and literary significance.

REFERENCE LIBRARY

The library provides timely, accurate, and useful information and serves as an access point for research centers.

COMMUNITY RESOURCE CENTER

The library is a central focus point in developing, sponsoring or hosting educational and enrichment programs and services for individuals and families.

PRESCHOOLER'S DOOR TO LEARNING

In partnership with the family, the library encourages young children to develop an interest in reading and learning and to become lifelong learners and readers.

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SERVICES OF THE LIBRARY

To implement the previously stated mission, the Franklin Lakes Public Library provides the following services to individuals and groups in the community.

A. Materials

1. Materials will be selected in accordance with the Library's Selection Policy (VI).
2. Books will constitute the major portion of the collection. Materials in other formats are made available according to interest and need. Among these other formats are records, cassettes, filmstrips, toys and computer software.
3. The public library will emphasize serving those in the community who do not have other forms of library service available.
4. The collection will serve as a supplement of the collections of local schools.

B. Information Services

1. The library's reference collection will attempt to meet most of the needs of the community.
2. Trained staff will be available for handling user queries.
3. All requests for reference assistance, both in-person and by telephone, will be answered in a professional manner, using the resources available.
4. A variety of formats, both print and non-print, will be made available for answering user queries.
5. Whenever necessary the library staff will refer the user to other libraries, agencies, institutions or individuals which may be able to answer the query.

C. General Services

1. The library will be open hours that are convenient to the public.
2. Adequate and trained staff will be available to assist users.
3. Circulation policies will govern the borrowing of all library materials.
4. The library's equipment and facilities will be available to the public, subject to policies established by the Board of Trustees.

5. The library will cooperate with other libraries to extend the range and variety of services it can provide its users.
6. Fees may be charged for some services.
7. Programs, designed to meet the needs of various population groups, will be provided regularly.

D. Public Relations

1. Displays and lists of materials will be made available to increase the public's awareness of materials.
2. The library staff will endeavor to treat each library user fairly and pleasantly.
3. Through various media, the community will be informed of the resources and services of the library.

Approved 12/19/83

LIBRARY HOURS

The library shall be open to the public Monday through Thursday from 10:00 a.m. to 9:00 p.m. Friday hours shall be 10:00 a.m. to 6:00 p.m., Saturday hours from 10 a.m. to 5 p.m., and Sunday hours from 1:00 p.m. to 5:00 p.m.

The library is closed on Sundays during July and August and the first weekend in September.

The library will also be closed on certain legal holidays, which may vary. The Library Board of Trustees shall approve the holiday schedule each year.

Any other closings will be subject to the approval of the Library Board.

Approved 1/81, 2/81

Revised 1/9/84, 12/14/92, 1/15/96, 5/21/01

ADDENDA

[Core Competencies for New Jersey Library Trustees and County Library Commissioners 2004.pdf](#)